

Name of Person Filing: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Day/Evening Telephone: \_\_\_\_\_ / \_\_\_\_\_  
In this case I am a: ☐ Petitioner ☐ Respondent

**SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY**

\_\_\_\_\_  
Name of Plaintiff or Petitioner

Case Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Defendant or Respondent

Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(The section below must be written to explain your request - what you want the judge to order if he/she grants your request (or motion). If the judge agrees with your request, he/she will sign the attached Order or issue a "minute entry" noting his/her decision.)

Today's Date: \_\_\_\_\_ Your Signature: \_\_\_\_\_

# **This page must be completed and attached to the last page of your motion/request.**

☐ I have filed the ORIGINAL of the attached document(s) on \_\_\_\_\_, 200\_\_\_\_  
Month Day  
with the Clerk of the Superior Court of Arizona in Maricopa County.

☐ I have mailed/delivered a COPY of the attached document(s) on \_\_\_\_\_, 200\_\_\_\_ to Judge \_\_\_\_\_,  
Month Day  
*(The Judge assigned to your case)*

☐ I have mailed/delivered a COPY of the attached document(s) on \_\_\_\_\_, 200\_\_\_\_ to:  
Month Day

***(You must mail a copy of all documents to the other side and his/her lawyer)***

\_\_\_\_\_  
Name of Other Side

\_\_\_\_\_  
Name of Other Side's Lawyer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Lawyer's Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

**By signing below, I promise that I have filed/mailed the attached document(s) as shown above. I understand that if I do not file/mail the attached document(s) as shown above, the judge in my case will not read my request/motion.**

\_\_\_\_\_  
Your signature

Name of Person Filing: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Day/Evening Telephone: \_\_\_\_\_ / \_\_\_\_\_  
 In this case I am a: ☐ Petitioner ☐ Respondent

## SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

\_\_\_\_\_  
 Name of Plaintiff or Petitioner

Case Number: \_\_\_\_\_

Title: ORDER

\_\_\_\_\_  
 Name of Defendant or Respondent

(When you submit a motion [a request] to the Court, you *may* submit your own proposed version of the Order you want the Judge to sign. IF this motion is a *stipulation* [an agreement or joint request] presented by two or more parties, you **MUST** submit your own proposed version of the Order. [Maricopa Local Rule of Civil Procedure 3.2 (l)(1)].

The Judicial Officer will make a decision on your request and may sign the page that you submitted, or more likely will direct the Clerk to make a “minute entry” recording the decision. A “minute entry” is a note in the records of the Court’s proceedings. The minute entry will be printed, reviewed, approved and signed by the Judge, and sent to all parties.

If you have submitted your own proposed Order, you **must** include a copy of the Request and the Order and a stamped envelope addressed to each party who has “entered an appearance” in the case. This means named parties or anyone that has filed papers in the case]. [Maricopa Local Rule of Civil Procedure 3.2 (l)(2)].

**IT IS ORDERED THAT:**

DONE IN OPEN COURT: \_\_\_\_\_.

\_\_\_\_\_  
 JUDGE/COMMISSIONER